

दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ नुसार संचालक, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य यांच्या आस्थापनेवरील “गट-अ ते गट-ड” या संवर्गातील पदांकरिता दिव्यांगांसाठी शासन सेवेत पदे सुनिश्चित करण्याबाबत.

महाराष्ट्र शासन
कौशल्य विकास, रोजगार व उद्योजकता विभाग
शासन निर्णय क्रमांक: व्यशिअ २०२१/प्र.क्र.४९/व्यशि-१
मादाम कामा रोड, हुतात्मा राजगुरु चौक,
मंत्रालय, मुख्य इमारत, मुंबई- ४०० ०३२
दिनांक : २२ फेब्रुवारी, २०२१

वाचा :-

- १) दिव्यांग व्यक्ती हक्क अधिनियम, २०१६
- २) केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांची दिनांक ०४.०१.२०२१ ची अधिसूचना.
- ३) सामाजिक न्याय व विशेष सहाय्य विभाग शासन निर्णय क्रमांक: दिव्यांग-२०१९/ प्र.क्र.२५१/ दि.क.२, दिनांक १२ नोव्हेंबर २०२१
- ४) सामाजिक न्याय व विशेष सहाय्य विभाग शासन निर्णय क्रमांक: दिव्यांग-२०१३/प्र.क्र.३५/दि.क.२, दिनांक ०७ ऑक्टोबर २०१६
- ५) सामाजिक न्याय व विशेष सहाय्य विभाग शासन निर्णय क्रमांक: दिव्यांग-२०१९/प्र.क्र.२५१/ दि.क.२, दिनांक ०२ फेब्रुवारी २०२१

प्रस्तावना :-

दिव्यांग व्यक्ती हक्क अधिनियम २०१६ मधील कलम ३३ नुसार दिव्यांगांसाठी शासन सेवेतील पदांची पदसुनिश्चिती करणे आवश्यक आहे. यासाठी केंद्र शासनाने दि.०४ जानेवारी २०२१ च्या अधिसूचनेनव्हे पदांची सुनिश्चित केलेल्या पदांची यादी करून सदर यादी केंद्र शासनाच्या www.disabilityaffairs.gov.in या संकेतस्थळावर policy/ Act/ Rules - Notification येथे List of post identification suitable for person With Benchmark Disability notified on ०४ जानेवारी २०२१ या शिर्षकाखाली प्रसिध्द केलेली आहे. सामाजिक न्याय व विशेष सहाय्य विभागाने दि.०७ ऑक्टोबर २०१६ च्या शासन निर्णयान्वये, राज्य शासनाच्या आस्थापनेवरील पदे दिव्यांगांसाठी सुनिश्चित करण्याबाबतच्या सूचना निर्गमित केल्या आहेत. सदर शासन निर्णयातील निर्देशास अनुसरून संचालक, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, मुंबई आस्थापनेवरील गट-अ ते गट- ड या संवर्गातील पदांकरिता दिव्यांगांसाठी शासन सेवेत पदे सुनिश्चित केलेल्या शासन सेवेतील जागांच्या यादीचे पुनर्विलोकन करून सदर पदे नव्याने दिव्यांग प्रवर्गासाठी सुनिश्चित करण्याची बाब शासनाच्या विचाराधीन होती.

शासन निर्णय :-

दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ मधील कलम ३३ नुसार राज्य शासनाच्या अखत्यारितील पदांची पदे सुनिश्चिती करण्यासाठी केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांनी दिनांक ०४ जानेवारी २०२१ च्या अधिसूचनेनव्हे दिव्यांगांसाठी सुनिश्चित केलेल्या पदांची यादी प्रसिध्द केलेली आहे. त्यामध्ये नमुद केल्यानुसार केंद्र शासनाने पदसुनिश्चिती करून दिव्यांगांसाठी पदे सुनिश्चित केलेली गट अ ते गट ड मधील जी पदे राज्य शासनाच्या आस्थापनेवर आहेत अशा पदांबाबत, केंद्र शासनाने प्रसिध्द केलेल्या यादीतील ज्या पदांची कर्तव्ये व जबाबदाऱ्या, कामाचे स्वरूप व प्रचलित वेतनश्रेणी राज्य शासन सेवेतील पदांशी समान आहेत अशा पदांची पदनामे जरी भिन्न असली तरी राज्य शासन सेवेतील ती पदे दिव्यांगांसाठी सुनिश्चित राहतील, अशा सूचना सामाजिक न्याय व विशेष सहाय्य विभागाने दिनांक ०२ फेब्रुवारी २०२१ च्या शासन निर्णयान्वये दिलेल्या आहे.

२. त्यास अनुसरून केंद्र शासनाने निर्गमित केलेल्या दिनांक ०४ जानेवारी २०२१ रोजीच्या अधिसूचनेतील दिव्यांगासाठी सुनिश्चित केलेल्या गट अ ते गट ड संवर्गाकरीता या शासन निर्णयान्वये संचालक, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, मुंबई यांच्या आस्थापनेवरील “गट-अ ते गट - ड” या संवर्गातील पदांकरीता दिव्यांगासाठी शासन सेवेत विवरणपत्र - अ मध्ये दर्शविल्याप्रमाणे पदे सुनिश्चित करण्यात येत आहेत.

३. सदर शासन निर्णय, केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांची दिनांक ०४ जानेवारी २०२१ ची अधिसूचना व सामाजिक न्याय व विशेष सहाय्य विभागाच्या दि.०२ फेब्रुवारी २०२१ रोजीच्या शासन निर्णयान्वये दिलेल्या सूचनेनुसार निर्गमित करण्यात येत आहे.

दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ मधील कलम ३३ नुसार राज्य शासनाच्या अखत्यारीतील पदांची पदे सुनिश्चिती करण्यासाठी केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांची दिनांक ०४ जानेवारी २०२१ ची अधिसूचना व सामाजिक न्याय व विशेष सहाय्य विभागाच्या दिनांक ०२ फेब्रुवारी २०२१ रोजीच्या शासन निर्णयान्वये दिलेल्या सूचनेस अनुसरून कौशल्य विकास, रोजगार व उद्योजकता विभागाच्या अधिपत्याखालील खाली नमूद करण्यात आलेल्या विभागांना/ कार्यालयांना त्यांच्या आस्थापनेवरील तसेच त्यांच्या अखत्यारीतील सर्व प्रकारच्या संस्थांना, त्यांच्या आस्थापनेवरील गट-अ ते गट-ड या संवर्गाकरीता दिव्यांगासाठी नवी प्रवर्गासह पदे सुनिश्चित करण्याची कार्यवाही त्यांच्या स्तरावर करण्याबाबतची सूचना संचालक, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई यांना शासन निर्णयाद्वारे देण्यात येत आहेत.

४. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०२१०२२३११२०२४३५०३ असा आहे. हा आदेश डिजिटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(ना. कों. भोसले)
उप सचिव, महाराष्ट्र शासन

प्रत,

१. मा.राज्यपाल यांचे सचिव, राजभवन, मलबार हिल, मुंबई.
२. मा.मुख्यमंत्री यांचे प्रधान सचिव, मंत्रालय, मुंबई.
३. मा.मंत्री (कौशल्य विकास, रोजगार व उद्योजकता विभाग), मंत्रालय, मुंबई.
४. मा.राज्यमंत्री (कौशल्य विकास, रोजगार व उद्योजकता विभाग), मंत्रालय, मुंबई.
५. मा.विरोधी पक्षनेता, विधान परिषद / विधानसभा, विधानमंडळ सचिवालय, मुंबई.
६. मा.मुख्य सचिव, मंत्रालय, मुंबई.
७. मा.प्रधान सचिव, सामाजिक न्याय व विशेष सहाय्य विभाग, मंत्रालय, मुंबई
८. सचिव, कौशल्य विकास, रोजगार व उद्योजकता विभाग, मंत्रालय, मुंबई.
९. संचालक, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई
१०. आयुक्त, अपंग कल्याण, विशेष सहाय्य विभाग, पुणे
११. उपसचिव, व्यवसाय शिक्षण, कौशल्य विकास, रोजगार व उद्योजकता विभाग, मंत्रालय, मुंबई.
१२. निवडनस्ती.

प्रपत्र-अ

केंद्र शासनाच्या यादीतील पदांशी समान असलेल्या पदांकरिता दिव्यांग आरक्षण

अ. क्र.	पदाचे नाव	शारीरिक योग्यता	अपंग आरक्षण	कामाचे स्वरूप	कार्यस्थिती/शेरा
१	२	३	४	५	६
	गट-अ (व)				
१	संचालक	S, ST, W, RW, SE, MF	a) B, LV b) D, HH c) OA, OL, BA, BL, BLOA, BLA, OAL, LC, Dw, AAV d) MI e) MD involving (a) to (d) above	Administering the institutions, monitoring, and day-to-day functioning of the institutions. Advise the Head of the Dept. on all matters of policy and administration. Scrutinize proposals for expansion of administrative staff, renting or purchasing of buildings, furniture & other office equipment. Coordinate activities of various units of the office. Decide the disciplinary action to be taken against staff as per Rules and Regulations laid down by the Department of Personnel and make policy decisions in the matter of administration. Implement policies of the Govt. May function as Head of the office.	D, MI वगळून
२	सहसंचालक	S, ST, W, MF, RW, SE, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) MI e) MD involving (a) to (d) above	Duties assigned by the Director, assisting the Director. They serve in various capacities in the Government. They assist in and/or execute various plans, policies of the Govt. in general, and their dept. in particular, may supervise actual execution of different plans, schemes etc. by the various units of the office and co- ordinate their work. May provide the necessary inputs for the efficient running and expansion of the dept. May laydown policy and prepare plan schemes including cost analysis for expansion and/or continuation of the Department or particular units of the dept. May do analysis and prepare annual, quarterly reports on the functioning and efficiency of the Department for the information of public press and the parliament. They also answer queries from the public press and the Parliament. May prepare advertisement material for notifying vacancies etc. in the press. May arrange and/or attend departmental meetings. Guide on purchase and control rules, purchase and supply of equipment's machineries and provision, stationery etc., Award contracts Insurance, Dealing with agents, Uses computers, and works in office.	The work is performed mainly inside. Occasional touring is required. Working condition are usually calm and quiet. The worker plans his work alone. Incumbent should be considered with appropriate software, aids& appliances as per needs D, MI वगळून
३	उपसंचालक/ उपशिक्षणार्थी सल्लागार (व)	S, ST, W, MF, RW, SE, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) MI e) MD involving (a) to (d) above		
	गट-अ (तां)				
४	जिल्हा व्यवसाय शिक्षण व प्रशिक्षण अधिकारी	S, ST, BN, RW, SE, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD	District Education Officer functions as Dist. Govt. Dept. dealing with specified matters such as education, serves as head of Dist. Advises Govt. on matter of Policy & Administration, organize and direct work of Dept. supervises & executes & implements policies and decisions, Acts,	The work is performed both inside & outside. Works alone and in group. No hazards are involved. Incumbent should be

			Involving (a) to (d) above	Rules & Regulations	considered with suitable aids & appliances supports per needs.
५	प्राचार्य	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame work of policies of the organizations/Department Aimed at improving personnel efficiency and out-put Advise and assist in development of syllabi programmes, training materials /aids Study policies, procedures, instruments and other related documents. Prepare notes, comments, concerning field problems to modify/ draft Operational instructions. Suggest suitable speaker/trainers for specific area of training, advice on	The work is performed mostly inside. The work place inside is well lighted The work in general organizations does not involve any hazards. Incumbents to be considered with appropriate software and other appliances support. Appropriate aids & appliances to be used as per needs.
६	सहाय्यक संचालक (तां)	S, ST, W, MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV, MDy d) MI e) MD involving (a) to (d) above	Administrating the institutions, monitoring, and day-to-day functioning of the institutions. They advise the Head of the Dept. on all matters of policy and administration. Scrutinize proposals for expansion of administrative staff, renting or purchasing of buildings, furniture & other office equipment. Coordinate activities of various units of the office. Decide the disciplinary action to be taken against staff as per Rules and Regulations laid down by the Dept. of Personnel and make policy decisions in the matter of administration. Implement policies of the Govt. May function as Head of the Office.	The work is mostly performed inside in well lighted rooms. The worker usually does his work alone. It does not involve any hazard. .Incumbent should be considered with appropriate software, aids & appliances as per needs. D, MI वगळून
	गट-अ (क) (तां)				
७	प्राचार्य	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame work of policies of the organizations/Department Aimed at improving personnel efficiency and out-put Advise and assist in development of syllabi programmes, training materials /aids Study policies, procedures, instruments and other related documents. Prepare notes, comments, concerning field problems to modify/ draft Operational instructions. Suggest suitable speaker/trainers for specific area of training, advice on	The work is performed mostly inside. The work place inside is well lighted The work in general organizations does not involve any hazards. Incumbents to be considered with appropriate software and other appliances support. Appropriate aids & appliances to be used as per needs.
८	उपप्राचार्य	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d)	They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame work of policies of the organizations/Department Aimed at improving personnel efficiency and out-put Advise and assist in development of syllabi programmes, training materials /aids Study policies, procedures,	The work is performed mostly inside. The work place inside is well lighted The work in general organizations does not involve any hazards. Incumbents to be

			above	instruments and other related documents. Prepare notes, comments, concerning field problems to modify/ draft Operational instructions. Suggest suitable speaker/trainers for specific area of training, advice on	considered with appropriate software and other appliances support. Appropriate aids & appliances to be used as per needs.
९	मुख्याध्यापक	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame work of policies of the organizations/Department Aimed at improving personnel efficiency and out-put Advise and assist in development of syllabi programmes, training materials /aids Study policies, procedures, instruments and other related documents. Prepare notes, comments, concerning field problems to modify/ draft Operational instructions. Suggest suitable speaker/trainers for specific area of training, advice on	The work is performed mostly inside. The work place inside is well lighted The work in general organizations does not involve any hazards. Incumbents to be considered with appropriate software and other appliances support. Appropriate aids & appliances to be used as per needs.
	गट-अ (क) (अतां)				
१०	सहाय्यक संचालक (व) (अतां)	S, ST, RW, C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, DW, AAV, MDy d) MI e) MD involving (a) to (d) above	Decide the disciplinary action to be taken against staff as per Rules and Regulations laid down by the Department of Personnel and make policy decisions in the matter of administration. Implement policies of the Govt. May function as Head of the Office. They organize and control all clerical work in the office, mark the dak, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline, administrative matters including cases of Earned Leave, in subordination, arrangement of office accommodation, furniture, office equipment's etc. Prepare briefs of important administrative matters and Parliament questions, attend departmental meetings.	The work is performed mostly inside. He usually works alone through interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids& appliances as per needs. D, MI वगळून
	गट-ब (तां)				
११	सिस्टीम ऑनॅलिस्ट	S, ST, W, RW, SE, H	a) LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Maintaining all computer and equipment related to IT in proper working condition.	Works in group and alone inside work place is usually comfortable Mobility and bilateral hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliances support as per needs D, MI वगळून

१२	प्राचार्य	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame work of policies of the organizations/Department Aimed at improving personnel efficiency and out-put Advise and assist in development of syllabi programmes, training materials /aids Study policies, procedures, instruments and other related documents. Prepare notes, comments, concerning field problems to modify/ draft Operational instructions. Suggest suitable speaker/trainers for specific area of training, advice on appropriate training activity, assist evaluation of trainees, as also training programme. May correspond with concerned agencies, offices, organizations, .May maintain related statistics, conduct written/ practical tests and prepare reports thereon.	The work is performed mostly inside. The work place inside is well lighted The work in general organizations does not involve any hazards. Incumbents to be considered with appropriate software and other appliances support. Appropriate aids & appliances to be used as per needs.
१३	उपप्राचार्य	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame work of policies of the organizations/Department Aimed at improving personnel efficiency and out-put Advise and assist in development of syllabi programmes, training materials /aids Study policies, procedures, instruments and other related documents. Prepare notes, comments, concerning field problems to modify/ draft Operational instructions. Suggest suitable speaker/trainers for specific area of training, advice on appropriate training activity, assist evaluation of trainees, as also training programme. May correspond with concerned agencies, offices, organizations, .May maintain related statistics, conduct written/ practical tests and prepare reports thereon.	The work is performed mostly inside. The work place inside is well lighted The work in general organizations does not involve any hazards. Incumbents to be considered with appropriate software and other appliances support. Appropriate aids & appliances to be used as per needs.
१४	मुख्याध्यापक	S, ST, W, BN, MF, RW	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	Teaching and practical exposure to the students.	The work is performed inside in well lighted room Bilateral hand activities should be adequate. Teachers and instructors in manual crafts like carpeting, tailoring weaving, black smithy etc. require good visual activity. D, MI वगळून
	गट-ब (अता)				
१५	प्रबंधक	S, ST, W,MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, OL,BL, OAL, CP, LC, Dw, AAV,	Duties assigned by the Director, assisting the director. They serve in various capacities in the Government. They assist in and/or execute various plans, policies of the Govt. In general, and their dept. In particular, may supervise actual execution of different plans, schemes etc. by the various units of the office and co- ordinate their work. May provide the	The work is performed mainly inside. Occasional touring is required. Working condition are usually calm and quiet.The worker plans his work alone. No

			MDy d) MI e) MD involving (a) to (d) above	necessary inputs for the efficient running and expansion of the dept. May laydown policy and prepare plan schemes including cost analysis forexpansion and/or continuation of the Department or particular units of thedept. May do analysis and prepareannual, quarterly reports on thefunctioning and efficiency of theDepartment for the information of public press and the parliament. They also answer queries from the public press and the Parliament. May prepare advertisement material for notifying vacancies etc. in the press. May arrange and/or attend departmental, departmental meetings. Guidance on purchase and control rules, Purchase and supply of equipment's machineries and provision, stationery etc., Award contracts Insurance, Dealing with agents, Uses computers, works in office.	hazards are involved. Mobility should not be restricted. Incumbent should be considered with appropriate software, aids& appliances as per needs D, MI वगळून
१६	सहायक संचालक (अतां)	S,ST,RW,C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, DW, AAV, MDy d) MI e) MD involving (a) to (d) above	Decide the disciplinary action to be taken against staff as per Rules and Regulations laid down by the Department of Personnel and make policy decisions in the matter of administration. Implement policies of the Govt. May function as Head of the Office. They organize and control all clerical work in the office, mark the letter, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline, administrative matters including cases of Earned Leave, in subordination, arrangement of office accommodation, furniture, office equipment's etc. Prepare briefs of important administrative matters and Parliament questions, attend departmental meetings.	The work is performed mostly inside. He usually works alone through interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids& appliances as per needs. D, MI वगळून
	गट - क				
१७	प्रशिक्षण अधिकारी (वरिष्ठ)	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame work of policies of the organizations/Department Aimed at improving personnel efficiency and out-put Advise and assist in development of syllabi programmes, training materials /aids Study policies, procedures, instruments and other related documents. Prepare notes, comments, concerning field problems to modify/ draft Operational instructions. Suggest suitable speaker/trainers for specific area of training, advice on appropriate training activity, assist evaluation of trainees, as also training programme. May correspond with concerned agencies, offices, organizations, .May maintain related statistics, conduct written/ practical tests and prepare reports thereon.	The work is performed mostly inside. The work place inside is well lighted The work in general organizations does not involve any hazards. Incumbents to be considered with appropriate software and other appliances support. Appropriate aids & appliances to be used as per needs.

१८	प्रशिक्षण अधिकारी	S, ST, BN, MF, RW, SE, H, C	a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame work of policies of the organizations/Department Aimed at improving personnel efficiency and out-put Advise and assist in development of syllabi programmes, training materials /aids Study policies, procedures, instruments and other related documents. Prepare notes, comments, concerning field problems to modify/ draft Operational instructions. Suggest Suitable speaker/trainers for specific area of training, advice on appropriate training activity, assist evaluation of trainees, as also training programme. May correspond with concerned agencies, offices, organizations, .May maintain related statistics, conduct written/ practical tests and prepare reports thereon.	The work is performed mostly inside. The work place inside is well lighted. The work lighted The work in general organizations does not involve any hazards. Incumbents to be considered with appropriate software and other appliances support. Appropriate aids & appliances to be used as per needs.
१९	मिलराईट मेंटेनन्स मेकॅनिक	S, ST, W, BN, PP, MF	a) LVb) D, HHc) OL, LC, Dw, AAVd) ASD (M), SLD, Mle) MD involving (a) to (d) above.	Mechanic Maintenance, General repairs and overhauls workshop machines and equipment periodically and on break downs to maintain them in working condition. Examines machines and equipment to ascertain nature and location of defects.	The work is performed inside as well as outside. Mobility of the person should be adequate. The incumbent should be considered with aids and appliances.
२०	वसतिगृह अधिक्षक	ST, W, BN, MF	a) LV b) HH c) OA,BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They formulate and execute policies, relating to recruitment, training, review of terms and conditions, implementation of statutory and other welfare scheme and effective utilization in hostels. Advice and assist in development of managerial power, supervise administration of welfare programmes, remuneration, discipline etc. Investigate into specific problems of indiscipline and inefficiency to evolve and suggest ameliorative measures to management.	The work is performed mostly inside and sometimes outside. The work place is lighted. The worker usually works alone. It does not involve any hazards. The Incumbent should be onsidered with appropriate aids & appliances support as per needs.
२१	भांडार अधिक्षक	S, ST, MF, RW, SE, H	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	Incharge of purchasing, supply of materials, sign contracts, maintain stock and registers etc.	The work is performed mostly inside. The work place is well lighted and comfortable work in office. Incumbent should be considered with appropriate software, aids & appliances support as per needs. से.प्र.नि. नुसार पदे १००% पदोन्नतीने भरण्यात येतात.

२२	भांडारपाल	S,ST,W, BN, L, MF, RW,SE,H, C	a) LV b) D, HH c) OA, OL, OAL, CP, LC, DW,AAV d) ASD(M), SLD, MI e) MD involving (a) to (d) above	Store Keeper receives stores and issues various types of goods, tools, equipment raw materials etc., and maintains record of each item. Checks incoming supplies against orders, bills or vouchers, identifies, weighs or measures and examines various items to ensure correct supply. Affixes or ties identity slips to items giving code numbers or marks. Enters details of goods received in stock registers. Maintains bin cards for each item indicating stock in hand. Ensures proper storing and preservation of goods. Issues stock on demand making necessary entries in registers and bin cards. Exercises physical check of stores periodically and tallies with stock registers. Renders to superiors periodical statements and reports showing position and condition of stocks. Makes requisition for replacement and further supply under advice of superiors. Supervises work of subordinates engaged in lifting goods.	The work is mostly performed inside. The worker usually works alone. Bilateral hand activities of the person should be adequate. Should have functional communication skills with aids & devices. The incumbent should be considered with aids and appliances.
२३	भांडार लिपिक	S, ST, SE,RW,H,C	a) LVb) D, HHc) OA, OL, LC, Dw, AAVd) ASD (M), ID, SLD, MIe) MD involving (a) to (d) above	Store Clerk receives stores and issues various types of goods, tools, equipment raw materials etc., and maintains record of each item. Checks incoming supplies against orders, bills or vouchers, identifies, weighs or measures and examines various items to ensure correct supply. Affixes or ties identity slips to items giving code numbers or marks. Enters details of goods received in stock registers. Maintains bin cards for each item indicating stock in hand. Ensures proper storing and preservation of goods. Issues stock on demand making necessary entries in registers and bin cards. Exercises physical check of stores periodically and tallies with stock registers. Renders to superiors periodical statements and reports showing position and condition of stocks. Makes requisition for replacement and further supply under advice of superiors. Supervises work of subordinates engaged in lifting goods.	The work is mostly performed inside. The worker usually works alone. Bilateral hand activities of the person should be adequate. Should have functional communication skills with aids & devices. The incumbent should be considered with aids and appliances.
२४	लघुलेखक (निम्नश्रेणी)	S, ST, W, L, MF, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above	Stenographers; records dictations in shorthand and transcribe them in typewritten form. Takes dictation in shorthand. Transcribe dictated material from note book, using typewriter. Compares typed matter and submits them to superiors. May cut stencil on typewriter for use on duplicating machine.	The work is mostly performed inside .The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. Should have functional communication

२५	लघुटंकलेखक	S, ST, W, MF, SE, H	a) B, LV b) OA, OL, BL, CP, LC, Dw, AAV, MDy c) ASD (M), SLD, MI d) MD involving (a) to (c) above	Records dictations in shorthand and transcribe them in typewritten form. Takes dictation in shorthand. Transcribe dictated material from note book, using typewriter. Compares typed matter and submits them to superiors. May cut stencil on typewriter for use on duplicating machine. Receives manuscripts containing statistical and accounting data. Inserts blank card in machine and rapidly depresses selected keys of machine to punch holes in card to represent required data contained in manuscript. Removes punched card from machine. Maintains and oils machine. Maintains record work completed. May operate verifying machine to verify punched cards. May operate sorting or tabulating machine.	The work is mostly performed inside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. The incumbent should be considered with aids and appliances.
२६	कॉम्प्युटर प्रोग्रामर	S, ST, W, BN, SE, H,MF	a) B, LVb) D, HHc) OA, OL, BL, OAL, BA, BL, CP, LC, Dw, AAV, MDYd) ASD (M), SLD, Mle) MD involving(a) to (d) above	Programmer converts symbolic statement of business, scientific, and other technical problems to detailed logical flow charts for coding into computer language and solution by means of automatic data processing equipment.	The work is performed inside. Usually workers work alone. The place is well lighted. Incumbent should be considered with appropriate aids and appliances.
२७	कॉम्प्युटर ऑपरेटर	S, BN, MF, SE	a) B, LV b) D, HH c) OA, OL, BL, OAL, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above	Look after typing work and data entry in computer.	The work performed inside the room. Should have functional communication skill with assistive listening device. The incumbent should be considered with aids and appliances.

२८	कार्यालय अधिक्षक	S, ST, W, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, BA, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	Office Superintendent organize and controls all clerical work within establishment or office thereof. Allocates duties to staff under him, coordinates and supervises their work ensuring efficiency, discipline and observance of prescribed procedure. Studies all files, draft letters, notes, etc. Put up by clerk. Disposes routine and intermediately matter himself. Deals with important files and complicated cases personally and puts up notes, reports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing with cases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various accounts and registers.	The work is mostly performed inside in well lighted rooms. The worker works alone as well as in groups. The incumbent should be considered with aids and appliances.
२९	मुख्य लिपिक /प्रमुख लिपिक /लेखा परिक्षक	S, ST, W, RW, SE,H, C	a) B, LVb) D, HHc) OA, OL, BL, BA, OAL, CP, LC, Dw,AAVd) SLD, MIe) MD involving (a) to (d) above	Head Clerk organize and controls all clerical work within establishment or office thereof. Allocates duties to staff under him, coordinates and supervises their work ensuring efficiency, discipline and observance ofprescribed procedure. Studies all files, draft letters, notes, etc. Put up by clerk. Disposes routine and intermediately matter himself. Deals with important files and complicated cases personally and puts up notes, reports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing withcases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various accounts and registers.	The work is mostly performed inside in welllighted rooms. The worker works alone as well as ingroups. The incumbent should be considered with aids and appliances.
३०	वरिष्ठ लिपिक / लेखापाल	S, ST, W, MF, RW, SE, C	a) B, LV b) D, HH c) OA, OL, BL, BA, OAL, CP,LC, Dw, AAV, MDy d) SLD, MI, e) MD involving (a) to (d) above	Office Assistant; Senior Clerk prepares notes, drafts Memoranda and summaries quoting precedents, references, rules, etc. Draws out reports, number of papers received by him for disposal. Studies letters and correspondence and links connected papers on subject. Prepares brief notes, reports or draft replies quoting precedent, rules, regulations and existing orders, if any, puts them to superior for consideration. Keeps watch over movement of files. Supervises work of subordinates and assists them in disposal of case correctly and expeditiously. Maintains prescribed registers. May do his own typing. May handle cash and maintain accounts.	The work is mostly performed inside as well as outside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. Should have Functional communication skills with aids & devices. Incumbent should be considered with aids and appliances.

३१	कनिष्ठ लिपिक/ कनिष्ठ लिपिक- टंकलेखक	S, ST, W, MF, RW, SE, C	a) B, LV b) D, HH c) OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD involving (a) to (d) above	Lower Division Clerk, performs variety of clerical duties such as maintenance of records, receipt and dispatch of dak, routine correspondence, tabulating data, preparing production schedules, wage bills, and insurance and provident fund accounts, keeping record of issue and receipt of library books, maintaining record of incoming and outgoing railway wagons and carriages, booking and delivering of goods, maintaining auction accounts, calculating and releasing attending to clerical duties of court, allocating and supervising work of process serving staff, receiving applications for granting arms licences, doing clerical work for legal practitioner copying and comparison work, etc. uses typewriters or word-processing equipment's to check and transcribe correspondence and other documents, deal with incoming and outgoing mail, and deal with routine correspondence on their own initiative not elsewhere classified.	The work is mostly performed inside as well as outside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. Should have Functional communication skills with aids & devices. Incumbent should be considered with aids and appliances.
३२	गट निदेशक	S, ST, W, BN, MF, RW, SE, H, C	a) B, LV b) HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame of policies of the organizations/Depts. Aimed at improving personnel efficiency and output Advise and assist in development of syllabi programmes, training materials /aids study policies, procedures, instruments and other related documents Prepare notes, comments, concerning field problems to modify/ draft operational instructions. Suggest suitable speaker/trainers for specific area of training, advice on appropriate training activity, assist evaluation of trainees, as also training programme. May correspond with concerned agencies, offices, organisations, May maintain related statistics, conduct written/ practical tests and prepare reports thereon.	The work is performed mostly inside except for practical training. The work place inside is well lighted The work in general organisations does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
३३	शिल्प निदेशक/ व्यवसाय निदेशक	S, ST, W, BN, MF, RW, SE, H, C	a) B, LV b) HH c) OA, BA, OL, BL, CP, LC, DW, AAV d) SLD, MI e) MD involving (a) to (d) above	They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame of policies of the organizations/Depts. Aimed at improving personnel efficiency and output Advise and assist in development of syllabi programmes, training materials /aids study policies, procedures, instruments and other related documents Prepare notes, comments, concerning field problems to modify/ draft operational instructions. Suggest suitable speaker/trainers for specific area of training, advice on appropriate training activity, assist evaluation of trainees, as also training programme. May correspond with concerned agencies, offices, organisations, May maintain related statistics, conduct written/ practical tests and prepare reports thereon.	The work is performed mostly inside except for practical training. The work place inside is well lighted The work in general organisations does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

३४	निदेशक (जीआयटी)	S, ST, W, BN, MF, RW, SE, H, C	a) B, LV b) HH c) OA, BA, OL, BL, CP, LC, DW, AAV d) SLD, MI e) MD involving (a) to (d) above	They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame of policies of the organizations/Depts. Aimed at improving personnel efficiency and output Advise and assist in development of syllabi programmes, training materials /aids study policies, procedures, instruments and other related documents Prepare notes, comments, concerning field problems to modify/ draft operational instructions. Suggest suitable speaker/trainers for specific area of training, advice on appropriate training activity, assist evaluation of trainees, as also training programme. May correspond with concerned agencies, offices, organisations, May maintain related statistics, conduct written/ practical tests and prepare reports thereon.	The work is performed mostly inside except for practical training. The work place inside is well lighted The work in general organisations does not involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
३५	लघुलेखक (उच्चश्रेणी)	S, ST, W, BN, RW, SE, H, C	a) B, LVb) HHC) OA, OL, OAL, CP, LC, Dw, AAV, MDyd) ASD (M), ID, SLD, MIe) MD involving (a) to (d) above	Records dictations in shorthand and transcribe them in typewritten form. Takes dictation in shorthand. Transcribe dictated material from note book, using computer. . Compares typed matter and submits them to superiors.	The work is mostly performed inside in well lighted rooms. The worker usually does his work alone. It does not involve any hazard. Appropriate computer software & aids and appliance to be used as per needs.
३६	सहाय्यक भांडारपाल	S, ST, SE, RW, H, C	a) LV b) D, HH c) OA, OL, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Store Clerk receives stores and issues various types of goods, tools, equipment raw materials etc., and maintains record of each item. Checks incoming supplies against orders, bills or vouchers, identifies, weighs or measures and examines various items to ensure correct supply. Affixes or ties identity slips to items giving code numbers or marks. Enters details of goods received in stock registers. Maintains bin cards for each item indicating stock in hand. Ensures proper storing and preservation of goods. Issues stock on demand making necessary entries in registers and bin cards. Exercises physical check of stores periodically and tallies with stock registers. Renders to superiors periodical statements and reports showing position and condition of stocks. Makes requisition for replacement and further supply under advice of superiors. Supervises work of subordinates engaged in lifting goods.	The work is mostly performed inside. The worker usually works alone. Bilateral hand activities of the person should be adequate. Should have functional communication skills with aids & devices. The incumbent should be considered with aids and appliances.
३७	वसतिगृह अधिक्षक तथा ग्रंथपाल तथा शारिरीक शिक्षण निदेशक/वसतिगृ ह अधिक्षक तथा ग्रंथपाल	ST, W, BN, MF	a) LV b) HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above	They formulate and execute policies, relating to recruitment, training, review of terms and conditions, implementation of statutory and other welfare scheme and effective utilization in hostels. Advice and assist in development of managerial power, supervise administration of welfare programmes, remuneration, discipline etc. Investigate into specific problems of indiscipline and inefficiency to evolve and suggest ameliorative measures to management.	The work is performed mostly inside and sometimes outside. The work place is lighted. The worker usually works alone. It does not involve any hazards. The Incumbent should be onsidered with appropriate aids

					& appliances support as per needs.
	गट-ड				
३८	लोहमुद्रण यंत्रचालक	S, ST, BN, MF, SE	a) B, LV b) D, HH c) OA, OL, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above	Rhoneo Machine Operator sets and operates Rhoneo Machine. Makes necessary adjustments and starts and general maintenance of machine.	The work is performed mostly inside.
३९	चतुर्थश्रेणी कर्मचारी/ कार्यशाळा परिचर	S, ST, W, BN, L, KC, PP, MF, SE, H, C	a) B, LV b) D, HH c) OL, OAL, CP, LC, Dw, AAVd) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	To open office, class rooms dusting of tables, chairs, carrying files, serving tea coffee any other work assigned.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
४०	चक्रमुद्रण यंत्रचालक	S, ST, BN, MF, SE	a) B, LVb) D, HHc) OA, OL, LC, Dw, AAVd) ASD (M, MoD), SLD, MIe) MD involving(a) to (d) above	Cyclostyle Machine Operator sets and operates hand or electrically operated duplicating or cyclostyling machine for reproducing cyclostyled copies of type written or handwritten matter. Fastens stencil to cylinder of duplicating machine by placing perforated top end of stencil into identically fixed nails on top of cylinder and spreads stencil paper gently by hand over silk skin. Applies duplicating ink over rollers. Rotates cylinder for spreading ink uniformly over rollers and silk skin. Loads and adjusts duplicating paper at feeding end. Makes necessary adjustments and starts machine.	The work is performed mostly inside. Bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
४१	शिपाई	S, ST, W, BN, L, KC, PP, MF, SE, H, C	a) B, LV b) D, HH c) OL, OAL, CP, LC, Dw, AAVd) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	To open office, class rooms dusting of tables, chairs, carrying files, serving tea coffee any other work assigned.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED:S=Sitting, ST=Standing, W=Walking, BN=Bending , L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP= Pulling & Pushing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw =Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities